

# Coast Mountains Board of Education School District 82

1000 Students and Programs

1305 **Internet and Network Acceptable Use**

Date Revised: Nov. 7/07

Date Adopted: Nov. 1997

Responsibility Centre: Director of Facility Services

## **Policy**

Use of the Internet by staff, students, and employees of Coast Mountains School District 82 is permitted and encouraged where such use supports the educational goals and objectives of the School District. However, Coast Mountains School District has a policy for the use of the Internet whereby everyone must ensure that they:

- comply with current legislation;
- use the Internet in an acceptable way;
- do not create unnecessary risks to themselves, or the district by their misuse of the Internet.

## **Regulations**

### **Unacceptable Use:**

In particular the following is deemed unacceptable use or behavior by network users:

- visiting Internet sites that contain obscene, hateful or pornographic material
- using the computer to perpetrate any form of fraud, or software or music piracy;
- using the Internet to send offensive or harassing material to other users;
- intentionally downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
- hacking into unauthorized areas;
- creating or transmitting defamatory material;
- intentionally undertaking deliberate activities that waste staff/teacher effort or networked resources;
- introducing any form of computer virus into the district network.

### **Monitoring**

Coast Mountains School District accepts that the use of the Internet is a valuable educational tool. However, misuse of this resource can have a negative impact upon productivity and the reputation of the district or school. In addition, all of the district's Internet-related resources are provided for educational purposes. Therefore, the district maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

### **Sanctions**

Failure to comply with these guidelines will result in sanctions ranging from disciplinary procedures such as verbal and written warnings, suspension of internet use, suspension of network account, through to further measures as deemed appropriate by the schools principal or by district administration.

### **Agreement**

All staff and students accessing the internet and/or networks are required to complete the Internet & Network Acceptable Use Agreement form. Logging into or using these systems confirms agreement with the terms of Policy 1305: Internet & Network Acceptable Use.

**Student Internet & Network Acceptable Use Agreement**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

**Responsible use of school computer facilities requires that users:**

1. Do not use computers for personal e-mail.
2. Do not use computers for non-assignment information or entertainment programs/sites. (This includes using personal music CD's.)
3. Do not pursue, view or create material that is illegal, obscene, pornographic, harassing, discriminatory, or comprised of foul language/images.
4. Do not interfere with or change the normal, proper operation/settings of the school computers.
5. Do not damage, deface or mistreat any components of the computer equipment.
6. Do not give another student their account and password information.
7. Never publicize their, or other students' home address or phone number. Also never publicize a photo of themselves, or other students, with their name(s) or any other personal information in a document.
8. Do not put any work on display through the internet without consent of the author.
9. Do not interfere with the computers that others are using.

\*\* If a student is ever in doubt about what is "acceptable, responsible use", he/she simply needs to ask a teacher/administrator.

**Inappropriate use of school computers will result in the following:**

1. Restriction or cancellation of access/use privileges. (Parents/guardians will also be informed of any consequences.)
2. A charge to repair or replace any equipment that has been damaged.

**Special Note Regarding Privacy:**

The school's electronic network is the property of Coast Mountains Board of Education and will be monitored, maintained, and managed by an employee of the district in such a way as to ensure its availability and reliability in performing its educational mission, and to ensure proper and ethical use of the computers within the system. This will require the ability and authority to inspect any and all materials transferred by or stored within the computer system/network server by any and all users. Because of this, users will have no reasonable expectation of privacy.

**Student:**

I understand and will abide by the provisions and conditions of this policy agreement. I realize school computer access/use is designed for educational purposes. I understand that if I do not honour the above provisions, the consequences could be disciplinary action that would restrict or revoke my use of school computers. Also, I am aware that my parents/guardians will be informed of any such consequences.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian:**

I support the desire of my son/daughter/student-under-my-care to access/use the school's computer facilities/network/computers under the provisions/consequences mentioned above.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

## Staff Internet & Network Acceptable Use Agreement

This form is intended for teachers and employees of this School District. If you would like a School District Internet account, please complete this form and forward it to the Director of Facility Services.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

School/Site: \_\_\_\_\_ Grade/Subject Taught: \_\_\_\_\_

I have read the "Acceptable Use Guidelines" below and agree to abide by the provisions therein.

\_\_\_\_\_  
Applicant's Signature

The purpose of giving Internet access is for the educational resources that can support student learning in our schools. This access is a privilege, not a right, and it is made available to employees under the School District's "Internet Accounts: Guidelines" and only so long as the account holder abides by the "Acceptable Use Guidelines" below. Inappropriate use may lead to suspension of user privileges and possible other consequences. By signing the registration form, the account holder agrees to abide by the terms and conditions of use, as outlined below. Account holders acknowledge that use of the district Internet facilities may not be confidential and that the district may, on occasion, monitor activity to ensure that it is within the guidelines established. The following is a list of guidelines as well as a list of specific behaviours that may lead to suspension or termination of privileges.

### **Acceptable Use Guidelines**

Account holders should conduct themselves in a responsible, decent, ethical, and polite manner while using the network.

1. Internet access through the School District is intended for educational and/or research purposes.
2. When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your school/employer.
3. Using the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.
4. Accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account.
5. This is a shared resource, and must be used in moderation. Please be aware that there are other users in the district who will want to access the network.
6. Account holders are expected to remove old e-mail messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the account holder.

### **Inappropriate Uses**

Inappropriate use includes, *but is not limited* to the following:

1. You may not:
  - transmit any materials in violation of Canadian laws;
  - transmit pornographic materials;
  - transmit threatening, abusive or obscene material;
  - transmit material that violates copyright law;
  - participate in pyramid schemes
2. When interacting on the Internet, DO NOT:
  - use abusive, vulgar, profane, obscene or other inappropriate language;
  - criticize the spelling, writing or keyboarding of others;
  - repost personal e-mail that you receive to public forums with the permission of the author.
3. As an account holder, DO NOT:
  - share your password with others;
  - distribute or use anyone else's id and password;
  - use for non-School District business purposes;
  - use for product and/or service advertisement or political lobbying;
  - send chain letters;
  - download excessively large files, except in low use hours;
  - harass other users with unwanted e-mail messages.